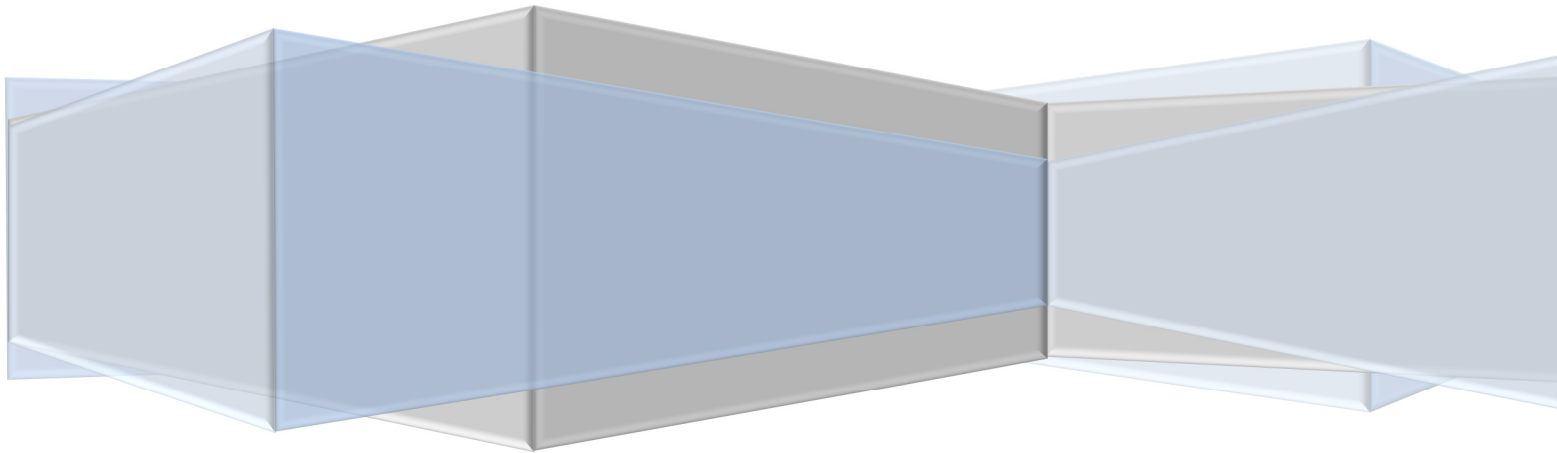




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ABM Support Bulletin #99

Using Advanced Find



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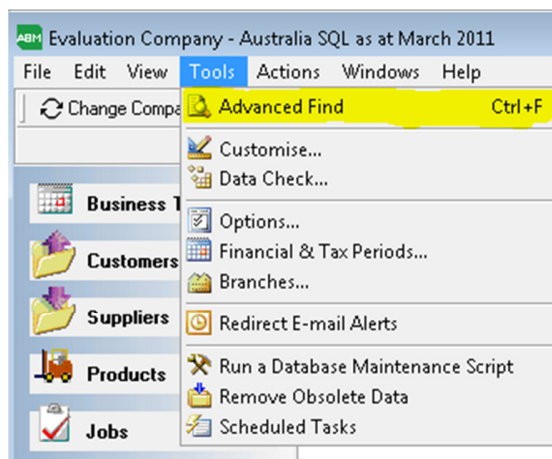
The user assumes the entire risk as to the accuracy and the use of this document.

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ADVANCED FIND

The Advanced Find function can be activated from the Tools\Advanced find menu selection or by using the keyboard shortcut Alt-F.



FIND TRANSACTION TAB

The find transaction tab can be used to search by many different fields including special fields added to transaction tables.

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Advanced Find

Find Transaction | Find Phone or Fax | Find Serial/Lot Numbers | Find Any Text

Find all transactions which have their Accounting Reference starting with si

Find Now

Transaction Type	Accounting Reference	Trading Reference	Date	Account
Customer Invoice	SI00041	06021355	31/10/2009	DIY Stores (Head Office)
Customer Invoice	SI00045	06021549	30/11/2009	DIY Stores (Head Office)
Customer Invoice	SI00065	06021641	30/11/2009	Freestyle Decorators
Customer Invoice	SI00079	06031441	31/01/2010	DIY Stores (Head Office)
Customer Invoice	SI00102	06041152	31/03/2010	DIY Stores (Head Office)
Customer Invoice	SI00115	06060920	30/04/2010	Shades of Gold

View Account View Details

Close

Under Accounting Reference, type the transaction number. For example, in the Evaluation Company database, the accounting reference "SI00001" is a sales invoice for Cairns Office Supplies in the Evaluation Company database.

Under Trading Reference, type the trading reference that corresponds to the transaction. For example, in the Evaluation Company database, the trading reference "1298373" is a purchase invoice for Tulip Supplies International.

Under Transaction Date, type the date of the transaction. This will list all transactions with a transaction date corresponding to the date selected.

Under Batch Number, type the batch number. This will list all transactions processed with this batch number.

Under Payee Name, type the name entered as the Payee when making a payment. For example, in the Evaluation Company database, enter the Payee of Tulip Supplies International, this will list all payments made to Tulip Supplies International.

Under Net Amount, type the amount of the transaction. For example, in the Evaluation Company database, enter an amount of 100.00. This will display all transactions entered for that amount.

Under Credit Card Number, type the card number entered when the receipt was processed. This will list all receipts where this card number was used as a method of receipt. For example, in the Evaluation Company database, enter the Credit Card Number as 1127399.

Under Delivery Run Number, type the run number associated with Orders/Deliveries or Invoices. This will list all Orders/Deliveries/Invoices entered for this Run Number.

Under Description, if you wish to find a transaction and you cannot remember which account it was posted to, you can type the description used when the transaction was processed. This will list all transactions that matches that description. For example, in the Evaluation Company database, enter the

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description as November telephone bill. This will list all transactions matching that description. Note: You cannot search for descriptions entered on line items of a transaction as this search will only return transaction header descriptions entered.

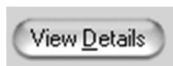
Under Delivery address, type the 'contains' text from a delivery address on customer or supplier transactions.

VIEW ACCOUNT BUTTON



Select this option to view the selected account in greater detail, e.g. Tulip Supplies International supplier account.

VIEW DETAILS BUTTON



Select this option to view the selected transaction in greater detail.

FIND PHONE OR FAX TAB

Select this option to view a customer or supplier with a phone or fax number beginning with a number or numbers. Once the customer or supplier is on the list you can go directly to the account by clicking the *View Account* button.

Advanced Find

Find Transaction | Find Phone or Fax | Find Serial/Lot Numbers | Find Any Text

Find all Customers who have a Phone Number starting with

Phone Number
Phone Number
Fax Number

Find Now

Phone No.	Fax No.	Code	Title

View Account

Close

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FIND SERIAL/LOT NUMBERS TAB

Select this option to find serial or lot numbered items in the system. You can link directly to the product by clicking on the [View Product](#) button.

Advanced Find

Find Transaction Find Phone or Fax **Find Serial/Lot Numbers** Find Any Text

Find serial or lot numbers starting with [Find Now](#)

Serial/Lot Number	Product Code	Product Title
ST - 556-1	4003A	Airbrush Stein Artflow
ST - 556-2	4003A	Airbrush Stein Artflow
ST - 556-3	4003A	Airbrush Stein Artflow
ST - 556-4	4003A	Airbrush Stein Artflow

[View Product](#) [Close](#)

FIND ANY TEXT TAB

Searches for any text fields in customers, suppliers, products, jobs, and accounts that is exportable. Once the line item is selected you can link directly by clicking on the [View Account](#) button.

Advanced Find

Find Transaction Find Phone or Fax Find Serial/Lot Numbers **Find Any Text**

Search for any text containing [Find Now](#)

F	Code	Title
Customers		
Suppliers		
Products		
Jobs		
Accounts		

[View Account](#) [Close](#)